

City of La Porte
Application of the use of Harris County Public Library Conference Room

Today's Date:_____

Name of Organization:_____

Address:_____

Cell Phone Number:_____Alternate Phone Number:_____

Name of Representative Making Request:_____

Position in Organization:_____

Purpose of Meeting:_____

To give all organizations an opportunity to use the meeting rooms, groups may not reserve space on a regular basis for more than 90 days.

Day and Time of Meeting:

Day:_____

Approximate Group Size:_____

Hours:_____to_____

Equipment Requested:_____

Agreement

It is expressly understood that the City has adopted certain rules applicable to the use of the Library Conference room, a copy of such rules being attached hereto as Exhibit A, Conference Room Policy. The undersigned has read and understands the terms of such policy and agrees, individually, and as a representative of a group as a whole requesting use of such facility, to comply with the terms therein and said individual and group as a whole shall be liable for any noncompliance thereof, to include, but not be limited to any and all damage that may occur or fees or cost that may be incurred as a result of the use of the Library Conference room facility. Said Policy shall be binding upon such individual and the group as a whole with the same force and effect as if written in and made a part of this agreement. Further, the undersigned individual and the group as a whole requesting use of the Library Conference Room agree to indemnify and hold the City harmless from and against any and all losses, expenses, demands, and claims made against the City arising in any manner from such group's use of the City Library Conference room, whether such loss, expense, demand, or claim mad against the City is caused by City negligence or not.

Group Name:_____

By:_____

Signature

Print Name:_____

FOR OFFICE USE ONLY

Received by Parks and Recreation Representative:_____

Date:_____

CITY OF LA PORTE

PARKS AND RECREATION DEPARTMENT

HARRIS COUNTY PUBLIC LIBRARY COMMUNITY MEETING ROOM

The City of La Porte is proud to offer the Harris County Public Library Community Meeting Room for use by you to present your event. The following rules and regulations are designed to protect and serve the citizens who attend your event as well as the provision for future use by other citizens of La Porte and the surrounding area. The staff and security personnel are there to assist you as appropriate for your event and to assure that our interests are accommodated as well as your own. Please don't ask us to bend the rules or make exceptions that may endanger the security of your event, patrons or cause damage to the facility for events in the future. We trust that you will have a safe and successful event.

HOURS OF LIBRARY OPERATION

Monday: 1 p.m. – 9 p.m.
Tuesday: 10 a.m. – 7 p.m.
Wednesday: 10 a.m. – 7 p.m.
Thursday: 10 a.m. – 7 p.m.
Friday: 1 p.m. – 6 p.m.
Saturday: 10 a.m. – 5 p.m.
Sunday: Closed

HOURS AVAILABLE FOR RENTAL (Library Closed)

Monday: 8 a.m. – 12 Noon
Tuesday: 7 p.m. – 10:00 p.m.
Wednesday: 7 p.m. – 10:00 p.m.
Thursday: 7 p.m. – 10:00 p.m.
Friday: 6 p.m. – 12 Midnight
Saturday: 5 p.m. – 12 Midnight
Sunday: 8 a.m. – 10:00 p.m.

Cost of Conference Room: \$25 per hour; \$15 per hour for non-profit organizations; and
\$30 per hour per officer (if required)

Equipment Available: Wired podium with touch control panel, document camera, DVD player, VCR,
ceiling-mounted projector, ceiling projector screen, computer connections. Microwave
in kitchenette. Banquet tables and chairs. Baby Grand Piano.

Seating Capacity: 75 persons

HARRIS COUNTY PUBLIC LIBRARY COMMUNITY MEETING ROOM RENTAL POLICY

1. All reservations for use of facility after library hours must be made through the Parks and Recreation Department Office, 1322 S. Broadway La Porte, Texas, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday. Reservations are on a first come, first serve basis and may be made by phone or in person. All reservations are a minimum of 2-hour rentals when police officers are not required and a minimum of 3-hour rentals when police officers are required. The Reservations must be accompanied by a Reservations and Damage Deposit of \$200 within 48 hours of booking. The deposit will reserve the facility for the Lessee until rental payments are due and will provide protection to the Lessor for any damage to the Centers caused by Lessee.

A cleaning procedure form must be completed by the Lessee and the Caretaker prior to and after your event. It is the responsibility of the Lessee signing this reservation to restore reserved room including bathrooms, kitchen, and hallway to good order. All crumbs spills, etc. must be cleaned before leaving the building and garbage must be bagged and put in dumpster. Any tables moved must be put back in original place. The facility must be cleaned and restored to good order, and vacated by the end of the designated rental time on your contract. The police officers shall escort everyone out of building and premises at the designated ending rental time on your contract and if the facility is not cleaned and restored in good order at that time, the \$200 deposit will NOT be refunded.

The deposit will be refunded by mail within fifteen (15) days after the event, provided there are no damages to the facility or equipment, the facility is left in the same condition as when you arrived, and you are completely out of the facility by your designated end time of rental. The City will determine the cost of damage, loss or theft of City property or leaving the facility dirty.

2. Applicant must be 21 years of age to reserve the building and must be present during entire event. The Lessee will be required to set-up, breakdown and clean-up within time frame rented. Open aisles must be maintained within the seating arrangement to provide clear access in case of emergency. Lessee will assume responsibility for any damage to the equipment, furniture or building incurred during their use of properties.
3. The facility may not be rented on the following Holidays: Thanksgiving, New Years Day, Christmas Eve, Christmas Day, Good Friday and Easter Sunday.
4. All rental fees are due at least 2 weeks in advance of rental date. Reservations requested less than 2 weeks of date booked will only be made if a caretaker and/or security are available to work; and, deposit and rental fees must be made in cash or money order within 24 hours of booking. We will make every effort to schedule a caretaker; but we cannot allow access to the building without a caretaker. Any changes requested less than two (2) weeks of date reserved would be contingent on if the caretaker and/or security are available to work the requested changes.
5. It shall be the responsibility of the Director of Parks & Recreation, or his designee, to determine the number of security officers required for each event and Lessee agrees to allow Lessor to arrange for security officers, and agrees to pay \$30 per hour per security officer. Security Officers are to be **PAID IN CASH** the actual date of the event prior to the event's scheduled time. If the payment for security services is not paid in cash **prior to the event**, the contract for the event shall be considered **null and void**, and the Security Agent has the right to cancel the event. **Please be aware you will forfeit your money, and the event will not take place if you fail to meet this obligation.**
6. Cancellations must be made in writing at least 30 days prior to reservation date in order to receive a full refund. One-half of the Reservation and Damage deposit is automatically forfeited on any cancellations made less than 30 days prior to the reserved date. If proper written notice is not received by the City more than 30 days prior to scheduled event, Lessee may transfer rental monies to another date, upon availability; however, one-half of the Reservation and Damage Deposit will be retained by the City. In this case, Lessee will be required to pay an additional \$100 Reservation and Damage Deposit fee prior to scheduled event. Any group failing to use their reservation without giving proper written notice will forfeit their \$200 deposit.
7. The Department reserves the right to cancel and/or reschedule the facility rental for just cause upon due notice including any safety, health or weather emergency, or an inability of the Department to fulfill the rental agreement. Such cancellation by the Department shall entitle the Lessee to reschedule the event to another date pending availability or receive a full refund.
8. There will be a Parks & Recreation Employee on duty as caretaker during the entire event to assist with any problems or concerns and to assure the best interests of the City of La Porte during your event. He or she will open the building, ensure that utilities are in working order, and lock the building when the event is over.
9. Alcohol is prohibited.
10. Smoking is not permitted in the facility.
11. Animals of any kind are not permitted in the facility with the exception of Seeing Eye dogs.
12. No Decorations permitted
13. No regularly scheduled religious services shall be permitted due to being a government agency and the separation from church and state. In extenuating circumstances such as church fires etc., allowances can be made for established churches on a temporary basis with the Department Director or his designee approval.

14. In case of emergencies during use of building, notify the Parks & Recreation employee on duty to handle the situation. Example: stopped up toilets, power failure, non-functional air conditioning or heating, etc.
15. If the Parks & Recreation employee does not show up, contact the Police Dispatch at (281) 471-3810 and they will contact the proper authority.

ANY EXCEPTIONS TO THE ABOVE POLICIES MUST BE MADE IN WRITING AND APPROVED BY THE DIRECTOR OR AUTHORIZED REPRESENTATIVE. NO VERBAL AGREEMENT FOR THE USE OF THE CENTERS SHALL BE BINDING UPON EITHER PARTY TO THE AGREEMENT.

THE CITY OF LA PORTE RESERVES THE RIGHT TO CHANGE BOTH THE LEASE AMOUNT AND/OR SECURITY AMOUNT FOR ANY RATE CHANGES THAT OCCUR BETWEEN THE DATE OF THIS LEASE AGREEMENT AND NINETY (90) DAYS BEFORE THE DATE LEASED.

Please sign below acknowledging that you have read and understand these guidelines.

LESSEE SIGNATURE

DATE

PARKS & RECREATION REPRESENTATIVE SIGNATURE

DATE

DATE OF EVENT

FOR OFFICE USE ONLY:

of Security:_____

Equipment Brought In:_____

of Guests:_____

Type Of Party:_____

Charging:_____
